

Module 21 – Attorney Entry of Appearance

To file on behalf you must first identify yourself as the representative of the party. If you are an attorney and need to file an Entry of Appearance, click the 'Existing Case' button.

State of Delaware Judiciary eFiling system

Home eFile Cases My Profile Log Out user: ATTORNEY TRAIN ATTORNEY, ESQ

Home

New Case	File new case
Existing Case	File subsequent document to existing case
Filing Status	Check the status of my filings
My Cases	List of my ECF cases
Notifications	(8) Review your Notifications

This will bring you to the 'Existing Cases' Screen. Enter the case number for the case you are looking for and the last name of one of the participants on the case and click 'Submit'. Make sure you enter the case number with the proper dashes and that you are using the last name of a person not a company to retrieve the case. If both the Plaintiff and Defendant are businesses, enter the last name of the Plaintiff's Attorney or Form 50 Agent in the last name field.

State of Delaware Judiciary eFiling system

Home eFile Cases My Profile Log Out user: ATTORNEY TRAIN ATTORNEY, ESQ

Home ⇒ Existing Case

Existing Cases

Type in a case number and participant name

Case Number (Ex: JP17-07-00001) :

Participant's Last Name: X

[Submit](#)

Or, select a case. Number of cases displayed per page: Ten ▼

Case Title	Case Number	Court Location	Case Type
ATLANTIC REALTY MANAGEMENT INC VS GEORGE SMITH	JP9-13-000010	JP COURT 9 - MIDDLETOWN	JP LANDLORD TENANT

Module 21 – Attorney Entry of Appearance

This will bring you to the 'Add a Document' Screen with the Case banner in yellow showing the case number and title. Add your documents like you did when filing an initial filing.

Document Category: Select "Subsequent Filings/Complaints"

Document Type: Select "Entry of Appearance"

Additional Text: Enter text if needed to clarify type of document attached.

[Do **not** use the 'Sealed' or 'Associate to Previous Filing' checkboxes].

Page count: Enter the number of pages for the scanned document.

Document Location: Browse to the document and select it.

Add to Submission: Select the 'Add' button.

State of Delaware Judiciary eFiling system

Home eFile Cases My Profile Log Out user: ATTORNEY TRAIN ATTORNEY, ESQ

Home ⇒ Existing Case ⇒ Add a Document

Case Number : JP13-18-000329 Case Title : SIMONS REALTY MGMT INC VS SUE DELL

Case Type : JP LANDLORD TENANT

Document Category: Subsequent Filings/Complaints

Document Type *: ENTRY OF APPEARANCE

Additional Text: ENTRY OF APPEARANCE

☐ Sealed ☐ Associate to Previous Filing

Page Count: 2

Document Location: C:\Users\Kim Steele\Desktop\files\A HENDERSON F... Browse...

Add to Submission: **Add**

Document Name	View Document	Edit Data	Size	Pg Count	Remove
---------------	---------------	-----------	------	----------	--------

Module 21 – Attorney Entry of Appearance

This will bring up the 'Notice of Appearance Screen. Check the box for the party you are representing.

State of Delaware Judiciary
eFiling system

Home
eFile
Cases
My Profile
Log Out

user: ATTORNEY TRAIN ATTORNEY, ESQ

Home ⇒ Existing Case ⇒ Add a Document ⇒ Notice Of Appearance

JP LANDLORD TENANT

Case Number : JP13-18-000329 Case Title : SIMONS REALTY MGMT INC VS SUE DELL

Add an Attorney for this Party

Last Name:

Bar/FA #:

Type:

Last Name	Bar/FA #	Type	Delete
ATTORNEY	1996	Attorney	<input type="button" value="X"/>

For	Participant Name	Current Role	Attorney(s) for Party
<input type="checkbox"/>	SIMONS REALTY MGMT INC	PLAINTIFF	REED
<input checked="" type="checkbox"/>	SUE DELL	DEFENDANT	

Click the 'Next' button to return to the 'Add a Document' Screen. You can attach any additional documents if needed. When all documents are attached, click 'Next' to move to the 'Review and Approve' Screen to enter your payment method and submit your filing.